



Energy Management Centre - Kerala

Department of Power, Government of Kerala

No. EMC/CMD/001/2022

June 17, 2022

RECRUITMENT NOTIFICATION

Energy Management Centre – Kerala (EMC), the state designated agency to enforce Energy Conservation Act 2001, under the Department of Power, Government of Kerala, invites applications from qualified and competent candidates for appointment to the post of Accounts Officer. Interested candidates may apply ONLINE through the website of the Centre for Management Development (CMD), Thiruvananthapuram (www.cmdkerala.net) by satisfying themselves with the terms and conditions of this recruitment.

Schedule of Events:

- Start date for submitting online application : 17/06/2022 (10:00 A.M.)
- Last Date for submitting online application : 01/07/2022 (05:00 P.M.)

The details of post, no. of vacancy, eligibility criteria and monthly remuneration are as given below:

Sl. No.	Name of the Post	Qualification Required	Experience	Upper Age Limit	Scale of Pay
1.	Accounts Officer <i>No. of Vacancies: 01</i>	B.Com. Degree	<ul style="list-style-type: none">• Minimum 8 years post qualification experience in the areas of accounts/auditing• Working knowledge of accounting software (Tally) including 3 years' experience in accounts in a Government/Quasi Government institution• Experience in preparing bills for release of State Fund, preparation of treasury bills, salary bills and other statutory statements/payments	35 years	Rs. 35,700 – 75,600/-

Sl. No.	Name of the Post	Qualification Required	Experience	Upper Age Limit	Scale of Pay
			<u>Desirable</u> <ul style="list-style-type: none"> Working Experience in Banks (Nationalised & Cooperative sector) 		

Note: Appointment shall be only on a temporary basis for a period of one year which may or may not be extended.

Cut-off dates for eligibility

The cut-off date for the purpose of eligibility on age criteria shall be 01/06/2022.

The cut-off date for the Post Qualification experience shall be 01/06/2022.

Selection Process

The selection process may comprise of Written Examination/Group Discussion/Proficiency Test and/or Personal Interview. EMC reserves the absolute right to decide as to whether to use any/a combination of these modes for selection to the notified posts.

Instructions for Scanning of Photograph & Signature

- Scan the latest photograph of the candidate and upload the same in the space provided in the online application [scanned image shall be less than 200 KB and in *.JPG format only]
- Candidate shall make his/her signature on a white paper, scan the same and upload it in the space provided in the online application [scanned image shall be less than 50 KB and in *.JPG format only]
- The candidate has to scan his full signature, since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted. The signature must be signed only by the candidate and may not be any other person.

General Instructions

1. The applicants are required to go through the detailed notification carefully and decide about their eligibility for this recruitment before applying and shall enter the particulars completely online.
2. EMC shall not be responsible for any discrepancy in submitting the online application.
3. Applicants must compulsorily fill-up all relevant fields of the online application.
4. Incomplete/incorrect application form will be summarily rejected. EMC under any circumstances will not entertain the information, if any, furnished by the candidate subsequently. Applicants should be careful in filling-up the application form at the time of Submission. **If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of the recruitment process or even at a later stage.**
5. The applicant should not furnish any false, tampered, fabricated information or suppress any material information while filling up the application form. If the particulars furnished in the online application form do not tally with the original documents produced by the Candidates, his/her candidature will be rejected.
6. EMC reserves the right to fill or not fill the post advertised.
7. Only Post-Qualification experience of candidates/applicants will be considered.
8. Applicants should have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. EMC may send intimation to download call letters for Written test/Group discussion/Proficiency Test/Interview through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying online application and must maintain that email account and mobile number.
9. The copy of the Appointment letters, Salary Certificates, pay slip, etc., will not be accepted in lieu of the work experience certificate.

**Sd/-
Authorised Signatory**